

Town of Leesburg
Parks and Recreation Department
2006 Special Event Sign Application/Agreement

Name of Event Sponsoring _____

Organization _____

Name _____ Phone (H) _____ (W) _____

Address _____

Date of Event _____ Location of _____

I would like the following to be printed on each sign: (24 spaces maximum)

I would like to advertise at the following locations: (circle/bold** all that apply)**

E. Market St. (front-traveling west)	E. Market St. (back- traveling east)	N. King St. (front- traveling south)	N. King St. (back- traveling north)	S.King St.
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I would like to advertise during the following weeks: (week runs Monday-Sunday)

Special Event Sign Guidelines

- (1) **Application:** A complete application and payment **must be submitted at least 3 weeks** (and no earlier than five months) before signs are to be displayed. Applications will be processed as first-come, first-served.
- (2) **Display:** Advertising fee is **\$25 per week per sign**. Signs may be displayed for up to six weeks prior to an event, for full weeks only. A week runs from Monday to Sunday.
- (3) **Signs:** Cost is **\$75 for a new sign** or **\$35 for a revised sign**. Signs are 8" x 9' white aluminum strips. Text is Times Roman Bold typeface, all capital letters, 6" high, forest green color, 24 spaces maximum. Signs remain the property of The Town of Leesburg.
- (4) **Payment** is due at the time of application, by cash, credit card or check (payable to the Town of Leesburg).

I agree to abide by the rules and regulations set therein. _____

Signature

Date



_____ new signs @ **\$75 per sign** = \$ _____
_____ revised signs @ **\$35 per sign** = \$ _____
_____ weeks x _____ signs @ **\$25/week per sign** = \$ _____

TOTAL = \$ _____